

MADERA COUNTY

SENIOR PLANNER

DEFINITION

Under administrative direction, to supervise, assign, coordinate, review and participate in the work of staff responsible for the planning functions of the County; to supervise assigned Planning Department staff; to perform a variety of the more difficult and complex professional planning assignments; to explain ordinances, regulations, and planning policies to the public; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews and participates in the work of staff responsible for the planning functions of the County; participates in the development and implementation of goals, objectives, policies, and priorities for the Planning Department; directs, supervises, trains, and evaluates assigned personnel; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; analyzes and evaluates incoming projects; schedules, plans, and completes special studies and prepares comprehensive reports, including memoranda, resolutions and legislation; attends and participates in professional group meetings; supervises and administers zoning enforcement functions; performs professional planning work involved in developing and providing major revisions to the County's General Plan, providing for new elements with respect to noise, pollution, urban growth, and population; gathers land use data, coordinates input of public concerns, and prepares revisions consistent with Federal and State laws and guidelines; conducts and prepares detailed investigations of planning problems; oversees the preparation of land use maps, depicting General Plan and ordinance revisions; presents General Plan revisions to the County Planning Commission; prepares zoning ordinance revisions and changes to reflect general plan amendments; conducts zoning change studies for specific geographical areas; prepares detailed land use directions for developing areas; reviews environmental impact reports (E.I.R.s), researching and analyzing complex ecological problems; conducts field investigations and enforces zoning ordinances; prepares overall land use recommendations for Planning Commission review; conducts field inspections of construction projects to verify compliance with conditions of project approval; prepares correspondence and answers telephone inquiries on land use matters; attends meetings of the Planning Commission and Board of Supervisors to advise and present facts, expert opinions, information and recommendations; prepares resolutions reflecting Planning Commission and Board of Supervisors actions; assists the public with applications and planning related matters; provides project coordination and direction for other staff; administers consultant contracts for E.I.R.s and major projects as directed; provides assistance in administering the CDBG Program.

OTHER JOB RELATED DUTIES

Organizes and utilizes historic information on the County Planning program; assists in maintaining the office work environment and field vehicles; provides staff assistance to the Airport Land Use Commission as directed; assists in LAFCO applications and process as directed; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a public planning program.
Theory, principles, practices, and trends of public planning.
Statistical and research methods as applied to the collection and tabulation of data effecting public planning.
Environmental impacts of changes in land use and land development.
Graphic illustration and presentation techniques.
Pertinent Federal, State, and local laws, codes, and regulations including those affecting zoning and land use.
Purposes, policies, and procedures of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.
Principles and practices of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Terminology, techniques, and practices of modern urban planning.
Pertinent zoning codes, regulations, and ordinances.
Environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Assist with planning and directing the functions of the Planning Department.
Supervise, train, and evaluate assigned staff.
Prepare and administer budgets.
Collect, analyze, and compile technical, statistical, and related information pertaining to planning and zoning research.
Organize, conduct, coordinate, and present major planning research studies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations including enforcing zoning and land use ordinances.
Prepare both comprehensive and concise oral and written reports.
Prepare and deliver presentations to governmental bodies with planning responsibilities.
Prepare charts, maps, and other graphic presentations.

Ability to:

Explain planning policies, zoning ordinances, and land use regulations to the public.
Make persuasive oral presentations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible and complex professional planning experience in community planning and land use regulation comparable to that of a Planner III with Madera County, including some supervisory or administrative experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, architecture, public administration, geography, landscape architecture, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: February, 2007